# Foreign Instructor Employment Contract

# (외국인 강사 채용계약서)

-This document is a contractual agreement between the Director, Kim,Bum-Jin of Kidsclub hakwon with address at58-9 Songjung-dong ,Gyunggi-do Korea hereafter referred to as " Party A "and the instructor, , Passport # , hereafter referred to as " Party B".

**제 1 조【 Contract period 】**

1. The period of this contract will be starting from and will be terminated on .

2. Party B must inform party A of whether to renew the contract or not two months prior to the end of the contract, and the contract may be renewed at that time by mutual agreement.

**제 2 조【 Salary 】**

1. Party A will pay a monthly salary of won (Korean currency) to Party B.

2. A tax of about 3~5% will be paid to the Korean Government.

3. Over time rate for each hour will be 18,000 won.

4. On completion of 1 year contract, Party B will receive the amount of one month salary as a severance pay.

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**제 3 조【 Working Hours 】**

1. Party B will work maximum 30 hours from Monday to Friday ( class preparation time is not included) and normal working days are approximately 22-23 days per month.

2. Classes and teaching will be scheduled in accordance with the needs of Party A.

**제 4 조【 Accommodation 】**

1. Party A will provide an apartment or flat (a person has one room) and will take responsibility for normal maintenance (property tax, repairs, etc.). Party A will provide a bed, gas stove, refrigerator, telephone. (but the fee for installing the phone will be charged to Party B)

2. Party B’s accommodation is the following; 1 bedroom apartment.

3. The tenant, including party B, will be responsible for paying utilities, such as for the gas, electricity, telephone bills, etc.

**제 5 조【 Air Fare (for 1 year contract) 】**

1. Party A agrees to pay Party B for a one-way ticket from his/her country to South Korea.

2. At the end of the contract Party A agrees to buy a one-way ticket for Party B from South Korea to his/her country.

**제 6 조【 Holidays 】**

1. During the school year, there are many national and school holidays. There are also two weeks paid holidays in the summer and winter.

**제 7 조【 Medical Insurance 】**

1. Party A agrees to pay 50% of the medical insurance. Party B’s insurance premium of 50% will be deducted from his/her monthly salary.

2. Dental and pre-existing conditions (diseases) are not covered in this insurance.

**제 8 조【 Party A’s Obligations 】**

1. Party A will introduce to Party B, the Party A’s school policies and regulations concerning work conditions.

2. Party A will provide Party B necessary working and living conditions.

3. Party A will provide all curricula, textbooks and other teaching materials.

4. Party A will help Party B as best as possible with any problems, including personal difficulties in living in Korea.

**제 9 조【 Party B’s Obligations 】**

1. Party B shall observe Party A’s school policies and regulations concerning teachers and shall accept Party A’s arrangement, direction, supervision and evaluation in regard to his/her work.

2. Party B is not allowed to work for any other organization including private tutoring without party A’s prior consent.

3. Korean law stipulates that no full-time instructor may work at two or more institutions at the same time. Failure to observe this regulation will result in immediate dismissal.

4. Without Party A’s consent, Party B shall not render service elsewhere or hold concurrently any post unrelated to the work agreed on with Party A.

5. Party B is responsible for the implementation of the school’s curriculum, grading and evaluation, and attending occasional teachers’ meetings.

6. Party B must behave in a professional manner during class or when socializing with students after class.

7. Party B can be required to interview new students and evaluate their placement level.

8. Party B shall not be absent without Party A’s permission, with a 2 days in advance notice.

9. If Party B is more than 10 minutes late without notification, one hour rate of payment may be deducted and if one hour missed, one day deducted.

10. Party B shall respect the Korean people’s moral standards and customs.

11. Party B shall not sexually harass the students in his/her care.

12. No form of physical punishment must be used by Party B.

13. Party B must follow Party A’s teaching methodology.

**제10조【 Resignation 】**

1. In case of Party B’s resignation, which must be notified at least two months in advance, the contract between Party A and Party B will become null and void. Accordingly Party B’s salary will be paid up to the date of party B’s resignation.

2. In case of party B’s resignation without notice before two months, Party A is not obligated to pay the salary for the month. And Party B will pay utilities for two months.

**제11조【 Revision, Cancellation and Termination of the Contract 】**

1. Both parties should abide by the contract and must refrain from revising, canceling, or terminating the contract without mutual consent.

2. This contract may be renewed upon agreement between Party A and Party B three months prior to its expiration; otherwise, Party B will just finish out the completion of the original contract. The undersigned agrees to the terms stated above in this contract and for future reference, each party is to keep a copy of this contract.

Date: year month day

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| Party A | Address |  58-9, Songjung-dong, Gwangju-si, Gyunggi-do |
| School | The Kidsclub |
| Representation | Kim, Bum-Jin 김 범진 (Sign) |
| a contact number |  82- 31- 761-5100 |
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| Party B | Address |  |
| School |  |
| Foreign Instructor |  (Sign) |
| a contact number |  |